

RECORDS RETIREMENT REQUEST

ASSIGNED BY RECORDS CENTER
JOB NO.

60-330

Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by Records Center.

FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND REFER TO ABOVE JOB NUMBER.

PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)

TO: Chief, Records Center.	FROM: (Office) PERSONNEL	DIVISION OD /PERS
	BRANCH DEPOSITED BY ARO/OP	SECTION C 200

APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW

DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A. RECORDS SHELF LIST (Check appropriate box below.)

X 60X37 - PROGRESS REPORTS FILE

Consists of copies of semi-annual and annual progress reports prepared by the Staffs and submitted to the Director of Personnel. Reports contain summaries of accomplishments and outline future plans. Filed chronologically. Period Covered: 1951 - 1956 Incl.

Note: This item previously listed in RCS 40057 under DD/Pers/PD. When schedule is up-dated the responsibility for this file will be changed to OD/Pers or the Regs Unit/OD/Pers.

 SHELF LIST ATTACHED SHELF LIST INCLUDED IN TRANSFER

CLASSIFICATION OF RECORDS

FILE EQUIPMENT OCCUPIED BY RECORDS

 LETTER OTHER (specify) LEGAL

1/2 NUMBER OF DRAWERS

APPROXIMATE REFERENCE ACTIVITY PER MONTH

2 per year

25X1

LOCATION OF RECORDS

BUILDING 25X1 Curie Hall	ROOM 253	EXTENSION <input type="text"/>	DATE 9 Dec 1959	SIGNATURE OF RECORDS CUSTODIAN <input type="text"/>
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PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)

TYPE OF MATERIAL

 RECORD NON-RECORD

RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")

Restrict use to authorized members of OD/Pers, C/Regs Unit, and ARO/OP.
Questions concerning this deposit should be referred to DEX/OP () or
ARO/OP ()

25X1

DISPOSITION AUTHORIZATION

CITE SCHEDULE OR AUTHORITY

Records Control Schedule 40-57 Item 37.

25X1

25X1A

BUILDING Curie	RDDM 193	<input type="text"/>	DATE 9 Dec 1959	<input type="text"/>
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RECORDS SHELF LIST

JOB NO.
60-330

TOTAL NO. OF CONTAINERS
1

NOTE: Prepare in duplicate and submit original to Records Center

OFFICE Personnel	DIVISION OD/PERS	BRANCH REGS UNIT/EX/OP	SECTION
CONTAINER NO.	DESCRIPTION AND DATES		
1	ANNUAL AND SEMI-ANNUAL PROGRESS REPORTS:		
	Progress Reports	1951-1952-1953	
	Progress Reports	1954-1955-1956	
	Progress and Plans Reports	Jan-Dec 1954	
	Progress and Plans Reports/CS Staff	July 1954-June 1955	
	Annual and Semi-Annual Report/PED	1952-1953-1954-1955-1956	
	Progress and Plans Report-OP	Fiscal Year 1956	
	Progress Report and Program Plans	1 July 54-Dec 54 (Semi-Annual)	
	Plans and Progress Reports (Semi-Annual)	1 July 55-Dec 55	
	Report of Progress and Program Plans	1 July 56-Dec 56 (Semi-Annual)	
	Annual Progress and Plans Report	1 July 54-June 55 (FY 1955)	

Deposited under Records Control Schedule 40-57 - Item 37 - DD/Pers/PD

Note: When RCS is up-dated this type report will be listed under OD/Pers or EXOP/Regs Unit.

Questions on this material to be referred to:

25X1A

Annual Reports O/P Fiscal Year 1958 (Job No. 66-237)

JOT Program 1953-56 (Job Jrs. 58-166)

JOT Program - Report to IG
re Low Morale November 1953.

Herter Report (Dept of State, AID, USIA) 1963 (Job No. 68-107)

**Folders of Career Service Committee Meetings
1 - 15 and 16 - 28 meetings.**

(Job No. 65 - 218)

Folders entitled CIA Career Service Board
Meetings 1 - 35.

(Job No. 65-219)

Workload

Folder - Personnel Policy, Statements of Personnel
25X1A Policy - General []

✓ Folder - Compensation System (CIA Career Council)

25X1A Survey Task Force - Clark Committee (Job No. 58 - 18)

Presentation on Overseas Personnel Management

RECORDS RETIREMENT REQUEST				ASSIGNED BY RECORDS CENTER
<p>Submit original and 4 copies to Records Center. Two copies will be returned to the originating office. Additional copies may be prepared as indicated by your RAO.</p>				JOB NO. 72-530 For Reference Service on Records Transferred to Storage Complete Form 490 and Refer to Above Job Number.
PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)				
TO: CHIEF, ARCHIVES AND RECORDS CENTER	FROM: (Office) Office of Personnel	DIVISION Historical Office		
	BRANCH CO/D/Pers	SECTION Review Staff		
APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW				
DESCRIPTION OF FILE SERIES (Use description in Records Control Schedule and inclusive dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140a, RECORDS SHELF LIST (Check appropriate box below.)				
<p>OF Historical Files: O/D/Pers Files 1947-1968 includes major reports and studies, Annual and Semi-Annual reports of Division and Staff Chiefs to the D/Pers 1951-1968; the meeting agendas and transcripts of the Career Service Committee 26 Meetings 4 Sept 1951 to June 5 June 1952; the Career Service Board, CIA Career Service Board 26 Aug 52 to 30 June 1954 33 Meetings 26 Aug 52 to 30 June 1954; CIA Career Council 69 Meetings 2 Aug 54 to 1 Feb 1962; 10 Reports on Personnel 1953, 1959 and 1964; other staff studies and papers on personnel policies such as overtime, J.O.P./O.T., assignment, career service monitoring, as contained in the attached shelf lists.</p>				
<input checked="" type="checkbox"/> SHELF LIST ATTACHED		<input type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER		
CLASSIFICATION OF RECORDS SECRET		FILE EQUIPMENT OCCUPIED BY RECORDS <input type="checkbox"/> LETTER <input type="checkbox"/> OTHER (Specify) <input checked="" type="checkbox"/> LEGAL <input type="checkbox"/> NUMBER OF DRAWERS <i>7</i>		
APPROXIMATE REFERENCE ACTIVITY PER MONTH				
25X1A				
BUILDING 25X1 MAC		ROOM Vault on 3rd floor	EXTENSION	LOCATION OF RECORDS DATE 1 Feb 72
PART II (TO BE COMPLETED BY THE RECORDS ADMINISTRATOR)				
TYPE OF MATERIAL <input type="checkbox"/> RECORD RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")				
25X1A				
CITE SCHEDULE OF APPROVAL CIA BUILDING		ION AUTHORIZATION <i>25 Feb 1972</i> Date <i>Add to Schedule</i>		SCHEDULED DESTRUCTION DATE <i>Permanent</i>
				SIGNATURE OF RECORDS ADMINISTRATION OFFICER

JOB NO. **72-530**
 TOTAL NO. OF CONTAINERS

RECORDS SHELF LIST

NOTE: Prepare in Triplicate and submit original and one to Records Center

OFFICE	DIVISION	BRANCH	SECTION
Office of Personnel	O/D/Pers		

CONTAINER NO.	DESCRIPTION AND DATES
1	<p>14 Folder consisting of 1951-1962</p> <p>Annual and Semi Annual Progress Reports: formerly Job No 60-330</p> <p>Progress Reports 1951-1952-1953 Progress Reports 1954-1955-1956 Progress and Plans Reports Jan-Dec 1954 Progress and Plans Reports/CS Staff July 1954-June 1955 Annual and Semi-Annual Report/PED 1952-53-54-55-56 Progress and Plans Report-OP Fiscal Year 1956 Progress Report and Program Plans (Semi-Annual) 1 Jul 54-Dec 54 Plans and Progress Reports (Semi-Annual) 1 Jul 55-Dec 55 Report of Progress and Program Plans (Semi-Annual) 1 Jul 56-Dec 56 Annual Progress and Plans Report (FI 1955) 1 Jul 54-Jun 55</p> <p>Annual Reports O/P Fiscal Year 1958 formerly (Job No 66-237) Annual Reports O/P Fiscal Year 1962 Annual Reports O/P Fiscal Year 1961 Annual Reports O/P Fiscal Year 1960</p>

RECORDS SHELF LIST			JOB NO.
			TOTAL NO. OF CONTAINERS
NOTE: Prepare in Triplicate and submit original and one to Records Center			
OFFICE Office of Personnel	DIVISION O/D/Pers	BRANCH	SECTION
CONTAINER NO.	DESCRIPTION AND DATES		
2	<p>6 Folder 1963-1968</p> <p>Office of Personnel - Annual Reports of Divisions and Branches</p> <p>FY 1963 FY 1964 FY 1965 FY 1966 FY 1967 FY 1968</p>		

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OFFICE	DIVISION	BRANCH	SECTION
Office of Personnel	O/D/Pers		
CONTAINER NO. DESCRIPTION AND DATES			
3	Ten Folders 1952-1956 consisting of:		
	JOT Program	1953-56	(Job no 58-166)
	JOT Program-Report to IG re Low Morale Nov 1953.		
	Herter Report (Dept of State, AID, USIA)	1963	(Job No 68-107)
	Folders of Career Service Committee Meetings 1-15 and 16-28 meetings (4 Sep 51-5 Jun 52)		(Job No 65-218)
	Folder entitled Personnel-Administrative Workload		(Job No 65-219)
	Folder-Personnel Policy, Statements of Personnel Policy-General		"
	Folder-Compensation System (CIA Career Council)		"
	Folder-Appointments, Civil Service Status		
	Survey Task Force - Clark Committee		(Job No 58-18)
25X1A	Presentation on Overseas Personnel Management 7 December 1954		
25X1A			
25X1A			

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NOTE: Prepare in Triplicate and submit original and one to Records Center			
OFFICE Office of Personnel	DIVISION O/D/Pers	BRANCH	SECTION
CONTAINER NO.	DESCRIPTION AND DATES		
4 25X1A 25X1A	13 Folders 1950-1958		
	Test Batteries, Testing and Evaluation Division, Personnel Office undated probably 1950		
	Personnel 1 - Appointment Authority 5 Aug 52		
	Personnel Office, Survey Report of Office of Communications Personnel Branch, 3 Setp 1953		
	Personnel Positions Outside Personnel Office, 7 July 1953		
	Women's Task Force, 1 March 1954		
	Summary of OP History, [redacted] 1955		
	14 Questions and Answers about Personnel, 1953-56, [redacted], 1958.		
	Personnel - Conduct, Code of POW's 15 Oct 1955		
	A plan for Improved Personnel Assignment and Utilization Supprt 19 Dec 1957		
Organization and Management, Functions and Delegation of Authority			
Personnel Activities within DDP, December 1957			
Hours of Duty and Overtime, August 1958			
POTC - Examination 22 October 1959			

RECORDS SHELF LIST			JOB NO.
NOTE: Prepare in Triplicate and submit original and one to Records Center			TOTAL NO. OF CONTAINERS
OFFICE	DIVISION	BRANCH	SECTION
Office of Personnel	O/D/Pers		
CONTAINER NO.	DESCRIPTION AND DATES		
5	25 Folders entitled CIA Career Service Board, Meetings, Agendas and Transcripts 25th Meeting 1 April 1954 to 1st Meeting 26 August 1952 (Formerly Job No 65-218)		

FORM 140a USE PREVIOUS EDITION.
4-62

RECORDS SHELF LIST			JOB NO.
			TOTAL NO. OF CONTAINERS
NOTE: Prepare in Triplicate and submit original and one to Records Center			
OFFICE Office of Personnel	DIVISION O/D/Pers	BRANCH	SECTION
CONTAINER NO.	DESCRIPTION AND DATES		
6	16 Folders 1952-1954 Professional Selection Panel, 28 May 1953 Agenda of the Career Service Board 26 Aug 52 - 3 Jun 54 Steering Group, Career Service Board 1 Oct 53 Review Committee 12 Nov 52 CIA Career Service Board Executive Secretary CIA/CSB Assignment to key positions Jul 53 Folders entitled CIA Career Service Board Meetings, Agendas, Transcripts 35th meeting 30 Jun 54 to 20th meeting 8 Apr 54 (formerly Job No 65-218)		

RECORDS SHELF LIST			JOB NO.
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NOTE: Prepare in Triplicate and submit original and one to Records Center			
Office of Personnel	DIVISION O/D/Pers	BRANCH	SECTION
CONTAINER NO.	DESCRIPTION AND DATES		
7	<p>11 Folders 1953-56</p> <p>Legal - Final Report of the Legislative Task Force 9 Oct 53 Legal - Subsequent Reports on Proposed Legislation, Oct 1954-56 Recommendations of the CIA Career Service Board and the Legislative Task Force.</p> <p>Final Report of the Career Service and Inauguration of Career Staff, Mr. Dulles Remarks at ceremony, Inaugurating the Career Staff, 27 Apr 55.</p> <p>CIA Career Staff, Inaugural Ceremony 9 Aug 56</p> <p>Career Services, Summary Report of Activities: 1 Jan 55 - 31 Mar 56, 1 Oct 55 - 31 Mar 56; 1 Jan 55 - 30 Jun 55.</p> <p>Development of Career Planning 1954-58</p> <p>Career Planning Staff Study and Forms 1956</p> <p>Organization and management: Regulatory Issuances - The Career Council and the Career Service (20-100) March 58</p> <p>Career Service General 1953-57 including booklet, What a Career in CIA Means to You.</p> <p>Personnel - Competitive Promotion 1955-56</p>		

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OFFICE	DIVISION	BRANCH	SECTION
Office of Personnel	O/D/Pers		
CONTAINER NO.	DESCRIPTION AND DATES		
8	Eight Folders entitled CIA Career Council; Agenda, Minutes and Transcripts 1st meeting 2 Aug 54 31st meeting 26 Jul 56		
9	Ten Folders entitled CIA Career Council; Agenda, Minutes and Transcripts 32nd Meeting 13 Sep 56 to 69th Meeting 1 Feb 62		
10	Nine Folders IG Surveys 1953-67 1953 OP Survey and Annex I, Comment of Office and Area Division Chiefs. Folder - IG Survey of OP (Feb 55) Ten Ways of Improving CIA's Personnel Management. Folder - Corres and IG Paper on the Role of the Director of Personnel, Nov 56 - May 58. Folder - Corres and Survey of the CIA Training Program, Aug 60. Folder - Reply to DDCI, IG Report on Training, Aug 60 - Jun 61. IG Report on the Career Service, 1959 - 1960. Corres includes Memo dated 26 May 60 to DCI from Director of Personnel. Subject: CTA Career Service. Folder - Corres and IG Survey of the Office of Personnel, May 64, IG Question Preceding Surveye. Folder - IG Survey of the Career Training Program, Apr 67.		

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OFFICE	DIVISION	BRANCH	SECTION
Office of Personnel	O/D/Pers		
CONTAINER NO.	DESCRIPTION AND DATES		
11	18 Folders 1960-1964 Overseas Station Questionnaire Project 30 March 1960 Career Service - [redacted] 27 Jul 60 Appts to CS Service Board and Panels Personnel Development Board: Statement of Functions Jun 61; Mid Career Program Mar 61; Extracts from IG Surveys of Career Program 59 and Training P Program 60. Personnel Development Board, Transcript of 15 March Meeting and 1962 Meeting on Mid-Career Training Personnel Development Board, Agenda for 15 Mar 62 Meeting and Description of A.T.&T. Exec/Devel Program. JOT's Mr. McHols Working File 1961-64. Includes his paper of Professional Personnel Procurement and Training Programs. Personnel Efficiency Task Force 31 Aug 62: Report of Task Force on Personnel Management in CIA Monitoring Responsibilities. Papers from Operating Divisions Feb 1962. Reports - Current Interest Items 1 May 1963 - 17 May 1965 Office of Personnel Monthly Reports March 1963 - Dec 64 Interim Assignment (I.A.S.) - Studies and Reports on the Pool, 8 Mar 52-2 Sep 63. 1964 - Personnel Who work in association with other Federal Agencies. Organization and Management - Qualifications Register Reports on Supervisory Responsibilities Course April 1964 Review of Career Management Activities: Material sent D/Pers by Career Services August 1964. Career Management Study - DDS Promotions 25 Sep 64 " " " - DDI 1964 Agency Use of Civil Service Commission InterAgency Boards August 1967		

Material given to Frank for history project

25X1A

1. Supergrade Positions - [redacted] draft, 1970
2. Concepts Controlling Administration of Supergrade Compensation in CIA, no date.
3. Ltr to Admiral Hillenkoetter fr Compt-Gen dtd 15 Nov 49 re Supergrades.
4. Memo to Executive fr Pers Director dtd 17 Oct 49, subj: Pending Revision of Classification Act
5. Memo for Executive fr Adm. Hillenkoetter dtd 18 Nov 49, subj: Ltr fr Compt Gen (see above #3)
6. Memo for Executive from Mr. Houston dtd 23 Nov 50, subj: Supergrades under Defense Production Act of 1950

25X1A 7. [redacted]

8. Memo for DCI w/atts dtd 31 Jul 52, fr Acting DDA, subj: Agency Positions, Grades GS-16, 17 and 18.

25X1A 9. [redacted]

10. Memo for Chairman, Supergrade Review Board fr D/Pers w/att, dtd 2 May 56, subj: Supergrade Job Evaluation System
11. Memo for DCI fr D/Pers dtd 15 Feb 66, subj: Study of Requirements for Positions at Rates Above the GS-15 Pay Level
12. Memo for DCI fr D/Pers dtd 3 Oct 68, subj: Study of Requirements for Supergrade and Scientific Pay Schedule Positions
13. Ltr to D/BOB fr DCI dtd 4 Apr 66, re supergrade and SPS structure.
14. Memo for DCI fr DDCI dtd 26 Jul 57, subj: CIA Supergrade Structure.
15. Memo for DCI fr DDCI dtd 8 May 59, subj: Revision of CIA Supergrade Author.
16. Ltr to D/BOB fr DCI dtd 14 May 59 re establishment of supergrade positions.
17. Memo for DDCI fr D/Pers dtd 20 Jul 62, subj: Agency Supergrade Requirements.
18. Ltr to D/BOB fr DDCI dtd 25 Aug 62 re supergrade authorization.
19. Ltr to ADCI fr D/BOB dtd 28 Aug 62 re supergrade authorization.
20. Ltr to D/BOB fr ADCI to D/BOB dtd 31 Aug 63, supergrade authorization.
21. Memo of Conversation BOB/CIA dtd 4 Sept 62, Meeting to Discuss Agency Supergrade Authorizations.

22. Memo for the Record dtd 62 signed by D/Pers, subj: CIA Supergrade Increases.
23. Ltr to Mr. Amory, BOB from LKWhite dtd 30 Oct 62 re Agency supergrade structure.
24. Chart of Supergrade Positions and Personnel 1951-1968.

PERS/ADMIN
AN OVERVIEW- 1946-68
FINAL

- VOL 1. NARRATIVE pp. 1-236
- VOL 2. APP A. SOURCES 237-312
- B. CHRONOLOGY 313-324
- C. D/PERS. 5 p. 325
- D. ROSTER 326-328
- E. BACKGROUND
DOCUMENT LIST 329-341
- F. TAPE LIST, ORAL
HISTORY 342-345
- G. INDEX 346-371

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED	CONFIDENTIAL	SECRET
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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Dee.		
2			
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	

Remarks:

Please retain this - it's
our C.C. of the records which

25X A [redacted] retired upon

completion of his history
project. They'll be kept for
future reference & this can be an
index.

FOLD HERE TO RETURN TO SENDER

ADDRESS AND PHONE NO.

DATE

12 a.m.

CONFIDENTIAL

25X A [redacted]

FORM